

DD/A Registry

File *Personnel*

78-4020

*Subject*

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

Executive Registry  
78-3336

SUBJECT : Within-Grade Hiring of [REDACTED]

STATINTL

1. Action Requested: That you approve the recommendation contained in paragraph 3.

2. Background: The attached papers concern an exchange of correspondence between the Deputy to the Director for Resource Management and the Director of Personnel regarding the appropriate EOD salary for [REDACTED]

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STATINTL [REDACTED] USAF, who is converting from military to civilian status in the Resource Management Staff. [REDACTED] proposed hiring [REDACTED] at the third step of a GS-13. The Office of Personnel believes that the first step of a GS-13 is quite generous since it is well beyond the normal guidelines used throughout the Agency of allowing a 5-7 percent increase in salary over the rate of pay the individual received previously, i.e., as an Air Force Officer. Using the new pay scale, [REDACTED] military pay and allowances approximate \$24,000 per year. As a GS-13, step 1, he would receive \$27,453, an increase of 14 percent. If he were to receive a GS-13, step 3, his pay increase over his military would be raised by 22 percent to \$29,283. Obviously, this greatly exceeds our guidelines.

STATINTL

3. Recommendation: We recommend that [REDACTED] be hired at GS-13, step 1.

STATINTL

John F. Blake

/s/ Frank C. Carlusell

APPROVED:

Deputy Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

DATE: 20 OCT 1978

Dist:

Orig - Return to D/Pers

- 1 - DDCI
- 1 - OP/SPD
- 1 - ER
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- 1 - DDA
- 1 - Subject File

Originator:

Director of Personnel

STATINTL

14 SEP 1978

MEMORANDUM FOR: Director of Personnel

STATINTL FROM: [REDACTED]  
Deputy to the DCI for Resource Management

STATINTL SUBJECT: Request for Within-Grade Hire -  
[REDACTED]

REFERENCES: A. Your Memorandum of 6 September 1978  
B. My Memorandum of 25 July 1978

STATINTL I appreciate your efforts to insure that all the basic facts were  
considered in determining the grade and salary level which I offered  
STATINTL to [REDACTED] As you requested, I have again reviewed the  
basis of my earlier decision and have concluded that my original offer  
STATINTL is justified. [REDACTED] is an outstanding officer, and during  
the time he has been a member of my Staff, I have had ample opportunity  
to review on a personal basis his ability and his accomplishments.  
STATINTL Therefore, it is still my desire to hire [REDACTED] at the GS-13,  
Step 3 level and I would be most appreciative if you would continue to  
process him at that grade level.

STATINTL  
[REDACTED]

6 SEP 1978

STATINTL

MEMORANDUM FOR: [REDACTED]  
Deputy to the DCI for Resource Management  
FROM: T. W. W. Janney  
Director of Personnel  
STATINTL SUBJECT: Request for Advance In-Hire for  
[REDACTED]  
REFERENCE: Your 25 July 1978 memorandum

STATINTL

1. Referenced memorandum requests that we process [REDACTED] for permanent cadre employment with the Intelligence Community Staff at a GS-13, Step 3 (\$27,755 per annum).

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2. [REDACTED] has stated on his Personal History Statement that his current salary is \$24,000 per annum. Our records in Military Personnel Branch indicate his base pay and non-taxable quarters and meals allowances to be around \$21,500. We assume that [REDACTED] has equated his other benefits (free medical and retirement) into the additional \$2,500 difference. If we use his \$24,000 figure as a basis, a GS-13, Step 3 will be a 16% increase over his current salary. The general guidelines used throughout the Agency are for a 5-7% increase for applicants who live in the area. It would appear that hiring [REDACTED] at the base of a GS-13 (\$26,722), which will give him an 8% increase over his stated salary, would be more in line with the Agency practice.

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3. Under HR [REDACTED] the Director of Personnel is charged with the responsibility to specifically approve proposed SOO salary rates that are higher than the base of the grade. Equality of treatment is a basic consideration in my approach to these cases. I request, therefore, that you reconsider your proposal in light of the salary guidelines set out above.

/s/ F.W.W. Janney

STATINTL

OP/SPB/PSB: [REDACTED] /3725

T. W. W. Janney  
(5 Sept 78)

cc: DEA

Distribution:

Original & 1 - Addressee

1 - D/Pers Chrono

✓1 - Applicant File

25 JUL 1978

MEMORANDUM FOR: Mr. F. W. M. Janney  
Director of Personnel

STATINTL FROM: [REDACTED]  
Deputy to the DCI for Resource Management

SUBJECT: Request for Within-Grade Hire

STATINTL

1. You are requested to process [REDACTED] for permanent cadre employment with the Intelligence Community Staff at the GS-13, Step 3 level, \$27,756 per annum.

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2. [REDACTED] is presently on a reimbursable detail to the Intelligence Community Staff from the U.S. Air Force and is a key member of the Office of Program and Budget Development. During his assignment, which commenced in July 1977, [REDACTED] has demonstrated a professional capability to represent this office as a technical authority in interagency meetings and on high level staff work. He has displayed consistently outstanding judgment and initiative. We were particularly impressed with the manner in which he undertook the task of chairing joint budget reviews in producing the FY 79-83 Consolidated NFIP Budget.

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3. [REDACTED] proven performance record in a GS-15 equivalent Program Evaluation Officer position makes him an ideal candidate for permanent cadre status with the IC Staff. [REDACTED] has over ten years of military service. Based upon our calculation of his military base pay and benefits, our offer of GS-13, Step 3, we believe, represents a reasonable salary increase.

STATINTL

4. Your expeditious processing of [REDACTED] transfer to the IC Staff will be appreciated. He will initiate action to resign his U.S. Air Force commission upon receipt of a firm job offer from this office.

[REDACTED]

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Attachments:  
Forms 1152 and 3917

APPROVED:

UNCLASSIFIED

CONFIDENTIAL

SECRET

## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer, DDA		
2	Associate DDA		
3	DDA		
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	DEFERENTIATION	SIGNATURE

## Remarks:

Jack:

Ben tells me that he discussed this in-step hiring problem with you last week. You suggested at that time that we send you a copy of a memo we planned to send to [REDACTED] which you would forward to Mr. Carlucci. An extra copy of the memo is attached.

STATINT

F. W. AGENCY

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Director of Personnel

2 SEP 1978

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